

Conflict of Interest Code  
of the

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,  
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and Superintendent/President and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **SANTA MONICA COMMUNITY COLLEGE DISTRICT**

### **EXHIBIT “A”**

#### **CATEGORY 1**

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the executive officer (or head) of the agency. (See footnote in Exhibit “B” for clarification.)

## **SANTA MONICA COMMUNITY COLLEGE DISTRICT**

### **EXHIBIT “A” (Cont’d)**

#### **CATEGORY 6**

Persons in this category shall disclose all investments, business positions and income, including gifts, loans and travel payments from persons, for-profit entities, nonprofit entities and any other organization, if the source is of the type to receive grants or other monies from or through the Santa Monica Community College District.

#### **CATEGORY 7**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) from any Santa Monica Community College District employee, any representative or association of such employee, and business positions or income (including loans, gifts, and travel payments) from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

## **SANTA MONICA COMMUNITY COLLEGE DISTRICT**

### **EXHIBIT “B”**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Member of the Board of Trustees	1, 2, 3
Superintendent /President	1, 2, 3
Campus Counsel	1, 2, 3
Executive Vice President	1, 2, 3
Vice President, Business and Administration	1, 2, 3
Controller	4
Vice President, Academic Affairs	4, 6
Vice President, Student Affairs	4
Vice President, Enrollment Development	4
Vice President, Human Resources	2, 3
Senior Director, Government Relations/Institutional Communications	4
Dean, SMC Foundation/Institutional Advancement	2, 3
Director, Auxiliary Services	2, 3
Bookstore Manager	4
Director, Facilities Management	4
Director, Facilities & Planning	4
Director, Purchasing	4
Chief Director, Business Services	4
Associate Dean, Grants	6
Dean Academic Affairs	4
Dean, Education Enterprise	2, 3

## SANTA MONICA COMMUNITY COLLEGE DISTRICT

### EXHIBIT “B”

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Dean, Instructional Services	4
Dean, International Education	4
Associate Dean, International Education	4
Assistant Director, Athletics	4
Chief Director, Information Technology	4
Dean Institutional Research	4
Director, International Development	4
Director, Management Information Services	4
Director, Network Services	4
Director, Academic Computing	4
Director, Library & Information Services	4
Director, Events and Contracts	4
Chief of Police, Captain, Campus Police	4
Director of Classified Personnel	4, 7
Personnel Commissioners	4, 7
Director, Fiscal Services	4
Director of Maintenance	4
Director of Campus Operations	4
Dean, Workforce Development	4
Dean, Learning Resources	4
Dean, Counseling and Retention	4

## **SANTA MONICA COMMUNITY COLLEGE DISTRICT**

### **EXHIBIT “B”**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Associate Dean On-Line Services Support	4
Associate Dean, Health Sciences	4
Dean, Enrollment Services	4
Associate Dean, Student Life	4
Director of Events and Contracts	4
Associate Dean, Financial Aid/Scholarships	2, 3
Dean Students	2, 3
Director, Facilities Programming	1, 4
Grounds Supervisor	4
Risk Manager	2, 3
Manager, Media & Reprographics	4
Consultants/New Positions*	5

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent/President or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**EFFECTIVE DATE: 03/30/2016**